

## ARB TSA Kick-off Meeting

June 7, 2011

### Attendees:

ARB: Karen Magliano, Gayle Sweigart, Alberto Aiyala, Cindy Castronovo, Mike Miguel, Ken Stroud, Reggie Smith, Kathy Gill, Dan Tackett (for Michael Wurst), Merrin Wright, Jeff Wright.

EPA: Matt Lakin, Eugenia McNaughton (phone), Mat Plate, Steve Remaley, Meredith Kurpius, Kate Hoag, Michael Flagg, Elfego Felix, Gwen Yoshimura

### Introduction:

Matt Lakin, Meredith, Alberto gave intro remarks.

Mike Miguel asked about follow up from last corrective action report. Bob Pallerino led last audit; documentation was a bit sketchy. EPA had overall positive reaction to ARB's responses. During this TSA, Meredith will be checking in on status of last TSA's findings – will update matrix. EPA has been working to revise our corrective action process. Developing standard summary matrix as well as forms for individual findings, for agencies to use in response to findings. Mat Plate added additional info from previous TSA – did have follow up, didn't close the loop, but EPA was pleased with responses to major findings. Also stated that early TSAs tend to have more findings, number of findings tend to decrease as time goes on and agencies and EPA have more interactions. EPA recognizes that ARB has also been addressing the minor findings. We look forward to learning what they've been working on. Major findings are those that EPA is very interested in seeing addressed; minor findings are those that are also important, but EPA recognizes there are only so many resources, so those may be addressed as time and resources permit. Feel like there's been more dialogue and communication since the last TSA.

### Audit Activities

Timing: Wrap up all meetings by the end of July. Have exit meeting, EPA writing in August and September. Sept/Oct - Meet before sending recommendations in draft report.

(Merrin is going on a rotational assignment but expects to be available for the TSA.)

Went through EPA lead and ARB contact. EPA will follow up with ARB contacts to schedule times.

If there are things they want us to focus on when doing mini-TSAs in San Joaquin, Imperial, Mendocino, let us know.

- Compilation of AQDA's from this CY.
- Mendocino has been struggling with staff; Meredith is in the loop on some of the challenges. ARB would run required (one O3, one PM) if they took over. Have been disinvesting in monitoring.

- Imperial: monitors not always on during high wind days.
- Please let us know if you've heard anything else or have other concerns/things you'd like us to look at, especially in light of possible challenges to the data.

May also visit Sacramento NCore site. Wouldn't be reflected as part of the ARB TSA, but just as a heads up.

### **Status of Previous Findings:**

*MAJOR-*

#### PQAO finding:

Meredith begins by mentioning that EPA is very close to sending PQAO letters to agencies in R9 that we've collaborated on with ARB. CARB responds saying they are working on MOA and Mike Miguel says they're almost done and will get to EPA soon. Merrin points out that it may need to go through further full review. Alberto asks if EPA can give CARB a sense of any pushback/response from agencies. Merrin points out specific agencies that they have become aware of that will either push back or not cooperate. Merrin mentions that she has also seen support from South Coast QA Manager Jason Lowe. Alberto asks if CAPCOA plays a role in this audit process. Matt Lakin & Meredith respond by saying not really aside from communication. Reggie brings up point that ARB, to his knowledge, provides many resources (i.e. calibrations, instrument loans) that we may be able to use to highlight to upper management. Meredith mentions that it definitely should be very clear to all of agencies what they are receiving.

#### Special Studies and QA:

Matt Plate begins by explaining that the focus of this finding is to ensure that any special study need QA. Reggie explains that all kinds of studies happens and doesn't feel that everything needs to be reported to EPA and/or that a QA plan should be developed for each. Mike Miguel says that 99% of ARB special studies have some sort of QA plan. Alberto agrees that a strategy can be developed to better address this but feels that EPA can help better define the boundaries/scope for this finding. Ken suggests that perhaps this can be covered during ARB monthly calls as a regular agenda item.

#### QMP & QAPP Requirements:

Mike Miguel says that they've made progress, perhaps half way done. Eugenia mentions that the process should be more interactive with EPA. Matt Plate points out that there is a QA Manual on ARB site that agencies can access, missing some parts, but it's out there.

#### Data Validation:

Meredith explains that this is something we will be covering during the TSA more in depth. Matt Plate explains that this is mostly accomplished by making the SOP available and by spot checking them.